

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**

NOTICE TO REQUEST FOR
PROPOSALS TO PURCHASE PUBLIC
WORKS CONSTRUCTION
MANAGEMENT SOFTWARE

RESOLUTION NO. 05-170

WHEREAS, Lewis County Public Works has identified a need for construction management software; and

WHEREAS, the Board of County Commissioners has authorized the purchase of said software in the 2005 budget; and

WHEREAS, the Board of County Commissioners recognizes the need to request proposals to purchase construction management software; NOW THEREFORE

BE IT RESOLVED by the Board of County Commissioners of Lewis County that the County shall solicit for the following:

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SOFTWARE

BE IT FURTHER RESOLVED THAT THE Clerk of the Board is hereby directed to request proposals and publish the same, as required by law, for the above-mentioned item.

DONE IN OPEN SESSION this 20 day of June, 2005

ATTEST:


Karisa Duffy, Clerk of the
Board of County Commissioners

APPROVED AS TO FORM
Prosecuting Attorney

By: 
Civil Deputy

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON**


Chairman


Member


Member

Publish: East County Journal - June 22 and 29, 2005

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that the Board of County Commissioners of Lewis County, Washington, will receive sealed requests for proposals for furnishing to Lewis County the following:

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SOFTWARE

Proposals must be received by: William Frare, Assistant County Engineer
Lewis County Public Works
350 N Market Blvd.
Chehalis, WA 98532

DATE: July 8, 2005. Postmarks will not be accepted.

TIME: Before 5:00 PM

Proposals must be clearly marked:

"REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SOFTWARE"

Project information packets may be obtained at www.co.lewis.wa.us; from the General Administration Department, 351 NW North Street, Chehalis, WA 98532; (360) 740-1408; or Lewis County Public Works, 350 N Market Blvd., Chehalis, WA 98532, (360) 740-1122. Designated contact person: William Frare, Assistant County Engineer (360) 740-1182,

The Board of County Commissioners reserves the right to reject any or all proposals, waive informalities, and to contract as the best interests of the County may appear. In making awards, consideration will be given to prices quoted, delivery, quality of product, and suitability for County purposes.

DATED this 20 day of June, 2005



Kristin Duff
Clerk of the Board of County Commissioners
Lewis County, Washington

PUBLISH: The East County Journal, June 22 and 29, 2005
Lewis County Web Site - www.co.lewis.wa.us

**INFORMATION PACKET FOR:
REQUEST FOR PROPOSALS FOR
CONSTRUCTION MANAGEMENT SOFTWARE**

OFFERED BY:

LEWIS COUNTY

GENERAL ADMINISTRATION DEPARTMENT

INFORMATION SERVICES DIVISION

351 NW NORTH STREET, MS:ASD03

CHEHALIS, WASHINGTON 98532

360-740-1408

Delivery:

Proposals must be received:

WHERE:

William Frare, Assistant County Engineer
Lewis County Public Works
350 N Market Blvd.
Chehalis, WA 98532

DATE:

July 8, 2005. Postmarks will not be accepted.

TIME:

Before 5:00 PM

I. OVERVIEW

Lewis County Public Works Department is officially requesting responses from certified Vendors (individuals or agencies) interested in providing Construction Management Software. The County intends to enter into a contract with a Vendor that submits a proposal, and meets the requirements and qualifications set out in this RFP. Contract amounts entered into as a result of this RFP will be negotiated with the successful Vendor as prescribed by Lewis County.

Availability of Funds

Public Works has budgeted \$17,500 for the acquisition of Construction Management Software in fiscal 2005.

Respondent Eligibility

Vendors must demonstrate:

- Well-known experience in computer software development for construction management
- Knowledge of the WSDOT Local Agency Guidelines, and construction manual requirements
- Knowledge of Public Works construction practices
- Knowledge of interfacing with existing databases to extract information
- A history of installing and running the proposed application in at least 5 jurisdictions

Deadline for Proposals

Sealed responses for this RFP will be received by the Lewis County Public Works Department, 350 N Market Blvd., Chehalis WA 98532, until:

5:00 PM, July 8, 2005

Late submittals will not be accepted. Vendor must submit six (6) copies of your response in a sealed envelope, clearly marked "**REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT SOFTWARE.**" All responses shall be on plain, white bond paper (8 ½ " x 11") and stapled once in the upper left corner. Proposals must be typed in standard size black type not to exceed 12 characters per inch. No binding or folders will be accepted. Binder clips may be used to keep pages together.

All responses must contain the information requested in the Request for Proposals (RFP). Any deviation from RFP specifications must be clearly addressed in writing. Failure to supply materials required will result in a rejection of the entire submittal.

II. SERVICE GUIDELINES AND EXPECTATIONS

The proposed system will be an integrated information and documentation system for Public Works road, bridge, and municipal construction. The system will create and manage construction documentation in accordance with the Washington State Department of Transportation Local Agency Guidelines and the Construction Manual. It will assimilate field and office information and generate documentation in support of:

- Materials Approvals
- Subcontractors Approval
- Inspector's Daily Reports
 - Labor
 - Equipment
 - Item Quantity Tickets
- Weekly Statement of Working Days
- Progress Pay Estimates
- Force Account Payment
- Change Orders
- Correspondence

Scope of the Application:

- Software provides for collection of data in the field using hand held data collection devices.
- Software allows field and office users to use the same information simultaneously, and it is updated daily.
- Software allows for multiple users to enter and access data from multiple computers.
- Software tracks and records all Requests for Approval of Materials consistent with the WSDOT Record of Materials for the project.
- Software tracks and records Requests to Sublet, Certified Payroll and Disadvantaged Business Enterprise Documentation.
- Software tracks and records all information routinely recorded on a WSDOT Inspector's Daily Report such as contractor equipment, labor usage, inspectors' comments and documentation.
- Software tracks and records completed work constant with the unit bid items of work, change orders and minor changes and force account.
- Software generates Weekly Statement of Working Days.
- Software generates Progress Pay Estimates.
- Software generates Force Account Payments.
- Software generates Change Orders.
- Software provides for the ability to store in the database documents created in external applications, such as Word 2000, Excel 2000, etc.
- Software supports scalability from 1-15 users.
- Software allows for the ability to attach JPEG images.
- Software allows for the ability to adequately perform on the following minimum personal computer configuration:
 - Windows 2000 operating system/Windows NT 4.0/Windows XP
 - SQL Server 2000 database backend
 - 128 M SDRAM
 - 8 MB video memory
 - 20 GB hard drives
 - 466 MHz Celeron processor/ Pentium III 500 MHz or above
 - 17" monitor

III. RESPONSE TO FORMAT AND CONTENT

Quality of the Proposal

The quality of the proposal submitted by a Vendor is viewed as an indication of the Vendor's general capability and technical competence. Quality is interpreted as: (1) completeness, (2) thoroughness, (3) accuracy, (4) compliance with proposal instructions, and (5) the organization and conciseness of descriptive text material. Proposals that do not comply with instructions may be eliminated from further consideration.

Prime Contractor Responsibility

The County prefers that any Vendor's proposal that includes equipment or software marketed and/or supported by other companies or individuals contain a statement that the Vendor intends to act as the primary contractor for the delivery and maintenance of the entire solution.

In order to be considered, responses must supply all the information requested. The response must address all sections in the following order:

Format and Content - All responses must contain sufficient information necessary to thoroughly describe the program design, planning phase, implementation, and operational phases of the proposed service. In order to be considered, proposals must supply all the information requested. The response must address all sections in the following order:

1. **Proposal and Cover Sheet - (Attachment A)** - Complete attached proposal cover sheet indicating the proposed services and funding request.
2. **Resume of Staff Qualifications** - Please provide a thorough description of your staff's education, certifications, and past projects completed. If applying on behalf of an agency, please submit a summary of the organizational levels of staff that will implement the proposed program(s) and their qualifications.
3. **Availability of Services** - Describe the project time frame for development deployment, training, and implementation of your system.
4. **Compliance Statement and Signature Form** - Complete the attached compliance statement and signature form indicating the name of your organization, and have it signed by the head of the agency.

IV. OTHER REQUIREMENTS

Authorship - Responses developed with the assistance of organizations or individuals outside the Vendor's own organization should be identified. No contingent fees for such assistance will be authorized under any contract or grant resulting from this RFP. All responses submitted become the property of Lewis County, and it is understood and agreed that the Vendor claims no proprietary rights to the ideas or data contained herein.

Reporting - Successful bidders will be required to submit billings as required. The Public Works Department must approve the format.

Subcontracting - Vendors must include any plans for subcontracting of services or activities of the proposed program. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the services or activities included in such subcontract. Lewis County reserves the right to approve all subcontracts.

Non-discrimination in Program and Employment - It is the policy of Lewis County to encourage and support equal opportunity in employment. No person shall, on the grounds of race, color, religion, sex, gender orientation, handicap, national origin, age, citizenship, political affiliation, or belief, be denied employment or benefits or be discriminated against as a participant, administrator, or staff person under any program or activity-receiving fund from Lewis County.

Individuals who are participants in activities supported by funding under Lewis County shall not be discriminated against solely because of their status as such participant.

Vendor agrees to comply with all applicable federal, state, and county laws, rules and regulations including, but not limited to, the Department of Social and Health Services Non-Discrimination Plan and the federal and state laws on which it is based. The laws include:

- 1962 Civil Rights Act, Title VI and VII
- Executive Order 11246, as amended by Executive Order 11375
- 1993 Executive Order 93097
- 1972 Rehabilitation Act, Sections 503 and 504
- 1975 Age and Discrimination in Employment Act
- 1974 Vietnam Era Veterans Readjustment Assistance Act
- 1990 Americans with Disabilities Act, as amended, including Title II
- 1991 Civil Rights Act
- Washington State Law Against Discrimination, chapter 49.60 RCW

The Vendor agrees to make reasonable accommodations for service recipients with disabilities for proposed services and shall assure that physical and communication barriers shall not inhibit people with disabilities from obtaining proposed service.

The Vendor agrees they shall not, on the grounds of race, color, sex, gender orientation, religion, national origin, creed, marital status age, Vietnam era or disabled veteran status, or disability:

- Deny an individual any services or benefits provided under this Contract.
- Provide any service(s) or other benefits to an individual, which are different or are provided in a different manner than those provided under this Contract, or Subcontract.
- Subject an individual to segregation or separate treatment in any manner related to his or her receipt of any service(s) or other benefits provided under this Contract.
- Deny any individual an opportunity to participate in any program provided by this Contract or Subcontract through the provision of services or otherwise. The Agency and any Subcontractor in determining (1) the types of services or other benefits to be provided, or (2) the class of individuals to whom, or the situation in which, such services or other benefits will be provided, or (3) the class of individuals to be afforded the opportunity in any services or other benefits, will not utilize criteria or methods of

administration which have the effect of subjecting individuals to discrimination because of their race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or disability or have the effect of defeating or substantially impairing accomplishment of the objectives of this Contract in respect to individuals having a particular race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or disability.

Addenda to Request for Proposal - In the event it becomes necessary to revise any part of this RFP, an addendum will be posted on the Lewis County Web Page at www.co.lewis.wa.us. Vendors are responsible for checking periodically for any updates.

Acceptance of Terms - By submitting an application in response to this RFP, the Vendor accepts all terms and conditions of this RFP, as well as County and State regulations and requirements pertaining to the operation of solicited services. If issued a contract, the Vendor's response will become part of the contract agreement. The Vendors will be bound by the terms of the RFP, unless the County agrees that specific parts of the RFP are not part of the agreement. The County reserves the right to introduce additional terms and/or conditions during final contract negotiation.

V. APPLICATION EVALUATION CRITERIA

Evaluation Committee - An RFP Review Committee, appointed by the Assistant County Engineer, will review and evaluate eligible proposals. The Committee may convene to interview respondents and prepare recommendations. This meeting will not be open to the public.

Evaluation Process - The Committee members will first independently evaluate and rate each response. They will then, if necessary, convene as a group to interview Vendors concerning the content of their responses and may request that Vendors provide clarification or additional information. Following the Vendor interviews, the Committee will discuss the responses and perform any necessary review of their content.

Based on the content of the response and the Vendor interviews, the Committee will rank the responses of those qualified. Special consideration will be given to those who have experience with construction management. The Committee will make service and funding allocation recommendations to the Lewis County Assistant County Engineer. The recommendation will be in regard to contracting with respondents who have submitted the most advantageous proposals to the County. The Lewis County Assistant County Engineer, if necessary, will invite the top three candidates to provide a presentation to the Public Works staff who make up the RFP Committee. The RFP Committee will then recommend their top candidate to the County Engineer and the Board of County Commissioners for approval.

Unacceptable Responses - The RFP Review Committee will determine which applications are not responsive to the RFP and must be deemed unacceptable. Unacceptable applications are those who meet at least one the following criteria:

- Do not address the essential requirements of the RFP.

- Are clearly deficient in approach.
- Do not meet the deadline for submittal.
- Do not include all the required information and attachments.
- Violate specific conditions of the RFP.

Right to Reject or Negotiate - Lewis County reserves the right to reject any or all applications if such a rejection is in the County's best interest. This RFP is a solicitation for offers and is not to be construed as an offer, guarantee or promise that the County will purchase the solicited services. The County may withdraw this request for qualifications at any time and for any reason without liability to Vendors for damages, including but not limited to, bid preparation costs.

Additionally, the County reserves the right to negotiate with apparently successful Vendors and may request additional information or modification from a Vendor. When deemed advisable, and before any contract is let, the County reserves the right to arrange an on-site pre-award review to determine the Vendor's ability to meet the terms and conditions of the RFP.

Right to Appeal - Unsuccessful Vendors have the right to appeal the decisions of the County, limited to procedural or legal errors in the selection process. In the event that no such procedural or legal errors are found to have occurred, the decision of the County shall be final.

An aggrieved Vendor may, within five (5) working days, appeal in writing to the Assistant County Engineer. The appeal must state all the facts and arguments upon which the appeal is based. The Assistant County Engineer will review the RFP, the facts, and the alleged grounds for the appeal. The Assistant County Engineer will render any written decision within thirty (30) working days of the receipt of the appeal. The aggrieved Vendor may appeal the decision of the Assistant County Engineer to the County Engineer. The County Engineer must receive the appeal in writing within five (5) working days of the notice of the Assistant County Engineer's decision. The County Engineer will respond within thirty (30) working days. The decision of the County Engineer shall be final.

Timeline

June 20, 2005	Prepare resolution by BOCC for notice of RFP in newspaper and web page
June 22, and 29, 2005	Publish notice in the official county newspaper and website (www.co.lewis.wa.us)
July 8, 2005	Proposals due to County by 5:00AM
July 11 - 15, 2005	Review proposals

July 18-22, 2005	Invite top three Vendors to provide presentation (if necessary)
August 8, 2005	Award by Board of County Commissioners
August 9, 2005	Contract drafted and submitted for signatures
August 17, 2005	Contract implemented

For further information contact:

William Frare, Assistant County Engineer
John Huestis, Senior Design and Construction Engineer
Lewis County Public Works Department
350 N. Market Blvd.
Chehalis, WA 98532
360-740-1122

ATTACHMENT "A"

COVER SHEET

**LEWIS COUNTY REQUEST FOR PROPOSAL FOR
Construction Management Software**

Organization Name: _____

Contact Person: _____ Title: _____

Address: _____ Office Phone: _____

Email Address: _____ Cell Phone: _____ Fax Number: _____

Alternate Contact Person: _____ Title: _____

Address: _____ Office Phone: _____

Email Address: _____ Cell Phone: _____ Fax Number: _____

ATTACHMENT "B"

Construction Management Software

COMPLIANCE STATEMENT AND SIGNATURE FORM

COMPLIANCE STATEMENT:

(Name of proposing organization)

Hereby certifies:

That they meet the eligibility criteria as described in Section, I. Respondent Eligibility.

AND

The proposed program activities and services contained in this proposal have been designed in compliance with the Request for Proposal (RFP) requirements.

AUTHORIZED SIGNER:

(Type or Print Legibly full name of individual authorized to bind Proposal)

(Signature of authorized signer)

(Date)

(Title)

ATTACHMENT "C"

COMPANY PROFILE

Each Vendor should answer the following questions if a joint proposal is submitted.

1. Nearest office location? _____
2. How many years in business? _____
3. How many similar installations? _____
4. Support Services:
 - Do you offer toll-free support numbers? _____
 - Hours support is available? _____
 - Do you offer dial-in diagnostics? _____
 - Do you offer support via the Internet? _____
5. Staffing:
 - Management team _____
 - Marketing _____
 - Customer Support (including training) _____
 - Other _____
 - Total _____
6. Any pending litigation? _____
If yes, explain _____

7. Ownership structure (corporation, partner-ship, other) _____
8. References – It is mandatory that the Vendor(s) provide evidence of experience with projects similar to that which this RFP outlines. Each proposing Vendor must supply at least four (4) references which have a system similar to what is proposed of comparable size and structure (Washington State is preferred). The reference list should be inserted directly after this page and contain the following information:
 - Company
 - Contact
 - Telephone number
 - System Installed
 - Tax ID #

ATTACHMENT "D"

NON-COLLUSION AFFIDAVIT

STATE OF WASHINGTON)
)
COUNTY OF LEWIS)

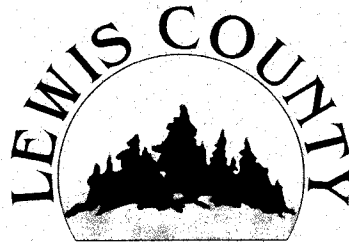
The undersigned, being first duly sworn on oath, says that the proposal herewith submitted is a genuine and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and (s)he further says that the said Vendor has not directly or indirectly induced or solicited any Vendor on the above work or supplies to put in a sham proposal, or any other person or corporation to refrain from proposing; and that said Vendor has not in any manner sought by collusion to secure to him/her self an advantage over any other Vendor or Vendors.

Signature of Vendor/Contractor

Subscribed and sworn to before me this _____ day of _____, 20

Notary Public in and for the
State of Washington.
Residing at
My Comm. Exp.:


Mark R. Cook, P.E.
Director



Department of Public Works

350 N. Market Boulevard
Chehalis, WA 98532-2626
(360) 740-1123
Fax: (360) 740-1479
TDD: (360) 740-1480
www.co.lewis.wa.us
publicworks@co.lewis.wa.us

EXECUTIVE SUMMARY

BOCC: JUNE 8, 2005
DEPARTMENT: PUBLIC WORKS
ITEM: RFP FOR CONSTRUCTION MANAGEMENT SOFTWARE
CONTACT:  WILLIAM J FRARE, ASSISTANT COUNTY ENGINEER

The 2005 budget included \$17,500 for construction management software. This software will allow Public Works to more effectively and efficient manage and document our construction projects. We have become aware of software specifically designed to manage and document public works contracts in accordance with Washington State Department of Transportation Local Agency Guidelines.

Some of the features anticipated by this contract are:

- Collection of data in the field using hand held data collection devices.
- Interaction between field and office users to use the same information and is updated daily.
- Multiple users to enter and access data.
- Tracking and recording all Requests for Approval of Materials consistent with the WSDOT Record of Materials for the project.
- Tracking and recording Requests to Sublet, Certified Payroll and Disadvantaged Business Enterprise Documentation.
- Tracking and recording all information routinely recorded on a WSDOT Inspector's Daily Report such as contractor equipment, labor usage, inspectors' comments and documentation.
- Tracking and recording completed work consistent with the unit bid items of work, change orders and minor changes and force account.
- Generates Weekly Statement of Working Days.
- Generates Progress Pay Estimates.
- Generates Force Account Payments.
- Generates Change Orders.

RCW 39.04.270 requires a request for proposals for the acquisition of electronic data processing systems.

BOCC AGENDA ITEM SUMMARY

(revised 5-17-01)

AGENDA ITEM #: _____ RESOLUTION #: _____ BOCC MEETING DATE: June 20, 2005

SUGGESTED WORDING FOR AGENDA ITEM: ☒ Notice ☐ Consent ☐ Discussion ☐ Hearing

Advertise Request For Proposals for Construction Management Software

BRIEF REASON FOR BOCC ACTION:

Pursuant to RCW 39.04.270 a request for proposals is necessary for the acquisition of electronic data processing systems

SUBMITTED BY: WJFrare / Patti Prouti PHONE: 1182/1377 DATE SUBMITTED: June 9, 2005

CONTACT PERSON WHO WILL ATTEND BOCC MEETING: Bill Frare and Patti Prouti**TYPE OF ACTION NEEDED:**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Approve Resolution | <input checked="" type="checkbox"/> Call for Bids / Proposals |
| <input type="checkbox"/> Approve Ordinance (Traffic or other) | <input type="checkbox"/> Bid Opening |
| <input type="checkbox"/> Execute Contract / Agreement | <input type="checkbox"/> Notice for Public Hearing *(see Publication Requirements) |
| <input type="checkbox"/> Other (please describe): _____ | |

***PUBLICATION REQUIREMENTS:**☒ Resolution e-mailed to Clerk ☐ Not applicable

Hearing Date: _____ (Must be at least 10 days after first publication date)

Publish Date(s): June 22, and 29, 2005 (2 weeks for routine budget, property disposal / auction or vacations)

(3 weeks for property lease)

Publication(s): ☒ EAST COUNTY JOURNAL ☐ CHRONICLE ☐ OTHER: _____**ALL AGENDA ITEMS:**Department Director / Head: 06/09/05

Chief of Staff: _____

Prosecuting Attorney: DLR**EMPLOYEE ITEMS:** (relating to employment, salary, position, reclassification, union, etc.)
Human Resource Coordinator: _____**BANKING OR REVENUE ITEMS:**

Treasurer: _____

BUDGET AND PAYROLL ITEMS:

Chief Accountant: _____

Fund: _____

Department: _____

Total Amount: \$ _____

**APPROVALS MUST
BE OBTAINED
BEFORE
SUBMITTING ITEM
TO BOCC CLERK****CLERK'S DISTRIBUTION OF SIGNED DOCUMENTS:**

Send cover letter: _____

(city/state/zip)

File original: BOCC mtg folder

File copy: _____

File copy: _____

Additional copies: _____

Mark Cook, PWWilliam J. Frare, PWKathy Cook, PWPatti Prouty, IS